

Name of the Service	Issue of Form 16
Whom to approach for this service (Designated Officer)?	Finance officer
Procedure involved to get this service	Submission of application form
Form to be submitted to get this service	Requisition letter from Assessee
Who are eligible to get this service	Assessee
Documents to be enclosed with the request	Pan Card copy, Identity card copy
Fee/Charges to be paid to get the service	Nil
Maximum number of days to wait to get this service delivered	05 working days
Whom to approach as a appeal (Competent Officer), if the service is not delivered in time or rejected by officer	Registrar
Maximum number of days to wait to get the decision of the Competent Officer	10 Working Days
Whom to approach as 2nd appeal (Appellate Authority), if the decision of the Competent officer is not acceptable or not implemented?	Vice Chancellor
Maximum no. of days to wait to get the decision of Appellate Authority	10 Working Days
Other information	
Website (if online)	
Reference Document	

Work Flow

Step	Description	No.of Days	Designation
1	Receipt of application and Processing	2.00	Case worker
2	Scrutiny	1.00	Superintendent
3	Approval	1.00	Finance Officer
4	Despatching	1.00	Case worker

For more details you may log on to www.sakala.kar.nic.in

Helpline No:080-44554455